

Parent Opinion Survey

Guide to generating random sample of parents

Please see the **Parent Survey Link and Distribution to Parents** page on the secure survey portal (<https://www.orima.com.au/vic/schoolsurvey>) for the recommended number of survey invitations for your school. You may elect to distribute the survey link to more parents if required.

Obtain the parent sample from CASES21 (Refer to CASES21 User Guide 16 – School Management – Page 13)

1. On CASES21, underneath the menu path *School/School/School*, run the *Random Sample Report* task.
2. You will be asked to enter the *Number of Records required*. The recommended number of survey invitations can be found on the **Parent Survey Link and Distribution to Parents** page of the secure survey portal and is approximately 30% of your enrolments or up to 80 families whichever is the larger number.

Enter a number ten percent larger than the recommended number of survey invitations for your school to ensure a sample of the recommended size after cleaning the sample list.
3. Select *Retrieve Random Samples*. This will provide a list of students and their address information. It also has been updated to include email address (if available), school year, home language and home group*.
4. Select *Print* to print the generated list of students and parents as well as their home language. If you plan to mail the survey link out to parents in a letter, you may like to print labels by selecting *Labels*. This will only display the family name and address information for labelling purposes.
5. Alternatively, if you plan on emailing parents, you can export the sample information to a csv file which can be opened in excel. This file will contain all information in the random sample, including email address. This sample can then be used to create a mail merge.

*** Please note a cases21 update to include these additional fields in the random sample list will occur on the 30th June 2018. If the sample is run prior to this date, you will only be presented with name and address information.**

If you require instructions on how to use the mail merge feature in word to send bulk email messages click [here](#).

Please note:

- Please ensure that you obtain the parent sample from CASES21, **not** the outdated Opinion Survey System.
- If you want to print address labels, you **must** produce them at the time you create the sample list. If you try to produce them later on, you will have to run a new sample list.
- Should you require assistance with CASES21, please contact the Department by email: parentopinion.survey@edumail.vic.gov.au

Cleaning your parent sample list

1. Clean up the hard-copy sample list by deleting old records, duplicates, or parents for whom it is not possible to complete the survey.
2. Check the sample list for the following:
 - If more than one student in the sample is from the same family/household, cross out the younger student(s). Marked the crossed out students with “duplicate family”.

- If a student has left the school, cross them out and mark “left school”.
 - If the family is unable to complete the questionnaire in one of the available translations, cross them out and mark “language not available”. Arabic, Vietnamese, Mandarin, Chin, Hindi, Japanese, Greek, Turkish, Somali and Punjabi **are available online and can be selected automatically by parents**. Albanian, Bengali, Burmese, Cantonese, Dari, Dinka, Filipino, Greek, Gujarati, Indonesian, Japanese, Karen, Khmer, Korean, Macedonian, Malayalam, Pashto, Persian, Punjabi, Russian, Samoan, Serbian, Sinhalese, Somali, Spanish, Tagalog, Tamil, Telugu, Turkish or Urdu are available in language guides to be provided to schools by 23 July.
 - Any other changes to the sample list should be accompanied by a similar explanatory note on the hard-copy list.
3. The total number of families left on the *clean sample list* is the final sample size. Write the sample size on the top of the clean sample list, and enter it into the “Actual number of parents you have invited to participate” box on the [Parent Survey Link and Distribution to Parents](#) page of the School Portal. This number will be used to calculate the POS response rate for your school.
 4. Keep your clean sample list for later use when distributing the survey link securely to these selected parents.